

Hall of Records
Commission

REQUIREMENT FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.**405**PAGE
NO.**1 (of 7)**

Requesting Agency

2. Division or Bureau of Requesting Agency

SUPREME BENCH OF BALTIMORE CITY

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>MINUTES OF THE SUPREME BENCH</p> <p>Quantity: 37 volumes Size: 17" x 20" x 2" Dates: 1867... File Arrangement: Chronological Index: Alphabetical thumb index to names and subjects</p> <p>This is a record of the proceedings of the Supreme Bench of Baltimore City, containing orders, decisions, resolutions, and memorials. Also included in this series are confidential minutes of the Supreme Bench, 1908..., 25 volumes.</p> <p>The Eighth Judicial Circuit (Baltimore City) is administered and supervised by the Supreme Bench of Baltimore City. The members of the Supreme Bench, sitting together, have jurisdiction to hear and make determinations on all motions for a new trial on cases tried in any of the subordinate trial courts. The Supreme Bench also assigns its members to hold the respective trial courts, hear charges against attorneys for professional misconduct, select members of grand juries, and to prescribe rules of practice in the City Courts (Constitution of Maryland, Art. IV, Secs. 27-35).</p> <p>Chapter 406, Laws of Maryland, 1963, authorized the Chief Judge of the Supreme Bench to designate any of the Clerks of the Supreme Bench of Baltimore City, or any deputy or other clerks of the Supreme Bench, to solemnize marriages.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p align="center" style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
2	<p>ORIGINAL COURT ORDERS AND RESOLUTIONS</p> <p>Quantity: 41 file drawers Size: Legal Dates: 1867... File Arrangement: Chronological</p>	(continued)

7. Agency, Division or Bureau Representative

A. P. Rouds
 Signature

Deputy Clerk
 Title

July 28, 1964
 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

7/31/64
 Date

Mervin S. Radloff
 Archivist

Date

Richard H. H. H.
 Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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Records
Commission

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item No.

(cont.)

Index: Minutes of the Supreme Bench (Item 1); Dockets (Item 4)

This record series consists of the original copies of orders and resolutions of the Supreme Bench.

RECOMMENDATION: RETAIN PERMANENTLY.

2

DISBARMENT PROCEEDINGS

Quantity: 7 document files

Size: Legal

Dates: 1867...

File Arr.: Chronological

Index: Dockets (Item 4); Test Books (Item 6)

This is a record of proceedings of the Supreme Bench in the disbarment of attorneys. These proceedings are also docketed in Item 4.

RECOMMENDATION: RETAIN PERMANENTLY.

4

DOCKETS OF THE SUPREME BENCH

Quantity: 12 vols.

Size: 17" x 20" x 2"

Dates: 1867...

File Arr.: Chronological

Index: Internal alphabetical

This record series consists of docket entries of motions for new trials and disbarment proceedings, giving names of attorneys and parties, date of hearing, court of origin, the charge, proceedings, and disposition of the case.

RECOMMENDATION: RETAIN PERMANENTLY.

5

REGISTER OF CIVIL MARRIAGES

Quantity: 1 vol.

Size: 17" x 20" x 3"

Dates: 1964...

File Arr.: Chronological

Index: Direct and reverse (groom and bride)

This is a register of marriages performed under the provisions of Chapter 406, Laws of Maryland, 1963, giving date, marriage fee receipt number, license number, parties, signature of officer performing the marriage ceremony, and signatures of parties and of witnesses.

RECOMMENDATION: RETAIN PERMANENTLY.

** within this court*

6

TEST BOOKS

Quantity: 1 vol.

Size: 11" x 16" x 2"

Dates: 1909...

Index: Alphabetical by testor; also separate index to attorneys, 1867..., giving date sworn and dates deceased or disbarred (1 vol.)

This record series consists of oaths taken by court officials ap-

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
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Records
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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

6 (cont.)

pointed by the Supreme Bench, and by attorneys admitted to the bar, giving date, name of office, and signature of official or attorney.

RECOMMENDATION: RETAIN PERMANENTLY.

7

ORIGINAL BONDS OF COURT EMPLOYEES AND OF THE POLICE COMMISSIONER

Quantity: 1 document file

Size: Legal

Dates: 1935...

File Arr.: Chronological

Index: In front of applicable minutes docket

This record series contains original bonds of court employees and of the Police Commissioner, certified by the Clerk of the Supreme Court, and recorded in the Minutes of the Supreme Bench (Item 1).

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION